



**XEROX®**

**DocuColor 240 / 250**

# Quick Start Guide



701P43923  
May, 2005





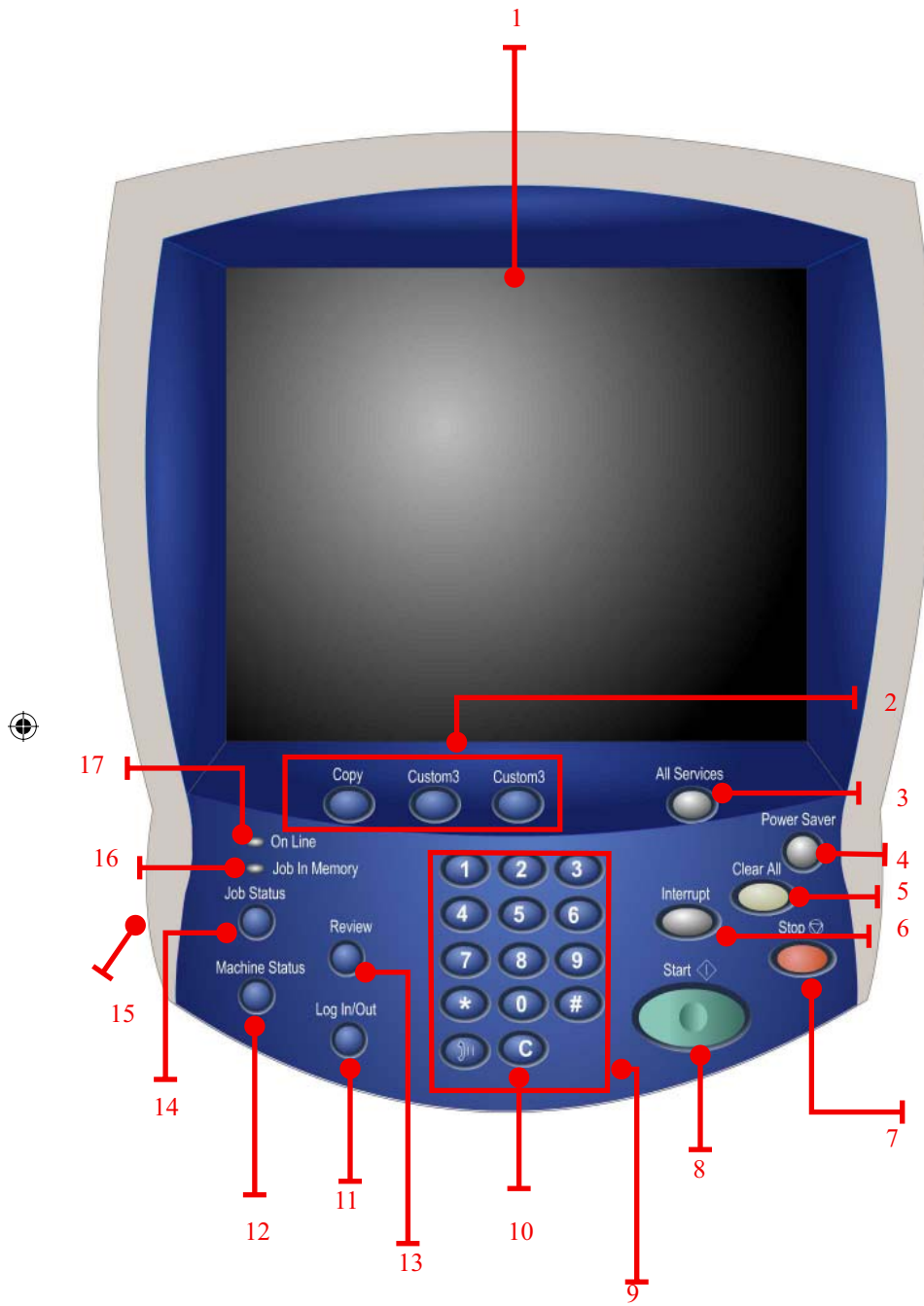
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### Note:

BLUE title is for IT administrator type personnel, GREEN for end users and RED means machine needs attention.

Depending on the configuration of the DocuColor 240 / 250, some User Interface screens may vary.



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Control Panel





No.	Component	Function
1	Touch Screen	This display displays messages required for operation and buttons for various features. You can directly touch the touch screen to instruct operations in screens and set features.
2	<Copy> <Custom 2> <Custom 3>	Used to call a custom feature.
3	<All Services>	Used to display the [All Services] screen. In text descriptions, this button is indicated as the <All Services> button. You can change the features that appear in the [All Services] screen.
4	<Power Saver>	If the machine is not operated for a while, the machine's power consumption is lowered to enter the Power Saver mode. In the Power Saver mode, this button is lit. To cancel the Power Saver mode, press this button again. In text descriptions, this button is indicated as the <Power Saver> button.
5	<Clear All>	Returns the statuses of all displayed services to their default values. The machine will be reset to the state after it is turned on. In text descriptions, these buttons are indicated as the <Clear All> button.
6	<Interrupt>	Select this button to temporarily stop a continuous copy job or printing to give another job higher priority. During an interrupt, the Interrupt indicator is lit. Pressing the Interrupt button again cancels the interrupt and the previous operation is resumed. In text descriptions, this button is indicated as the <Interrupt> button.
7	<Stop>	Press this button to stop the current copy job or communications. In text descriptions, this button is indicated as the <Stop> button.
8	<Start>	Press this button to start copying or scanning. In text descriptions, this button is indicated as the <Start> button.
9	Numeric keypad	Press these buttons to enter the number of copies, passwords and other numerical values. In text descriptions, these buttons are indicated as the "numeric keypad".
10	<C> (Clear)	Press this button if you have entered a wrong numerical value with the numeric keypad. In text descriptions, this button is indicated as the <C> button.
11	<Log In/Out>	When this button is pressed, if in System Administration mode, or Login Setup/Auditron Administration is in effect, the UserID input screen is displayed. In text descriptions, this button is indicated as the <Log In/Out> button.
12	<Machine Status>	Pressing this button allows you to confirm the machine status, meters and the state of consumables, and print reports. In text descriptions, this button is indicated as the <Machine Status> button.
13	<Review>	Press this button to open the Review screen. In this screen, you can check a list of the status of copy and scan features whose settings have changed from the defaults. You can also check the destination information for sending e-mail. In text descriptions, these buttons are indicated as the <Review> button.
14	<Job Status>	Pressing this button allows you to confirm or cancel currently executing or completed jobs, or to confirm or print saved documents. In text descriptions, this button is indicated as the <Job Status> button.
15	Brightness dial	Adjusts the brightness of the touch screen. Use this dial to adjust the brightness of touch screen when it is too dark to read.
16	<Job in Memory> indicator	This indicator lights when data is stored in the machine's memory.
17	<Online> indicator	This indicator lights when data is being transmitted from this machine or received from a client.





Fig. 1  
Press **All Services**.

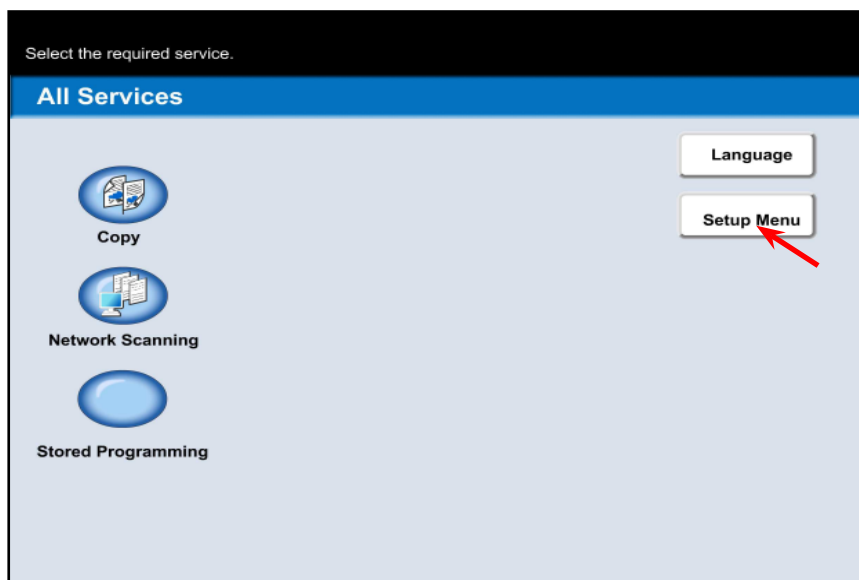


Fig. 2  
Press **Setup Menu**.

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Changing Paper Tray Attributes



2 of 6

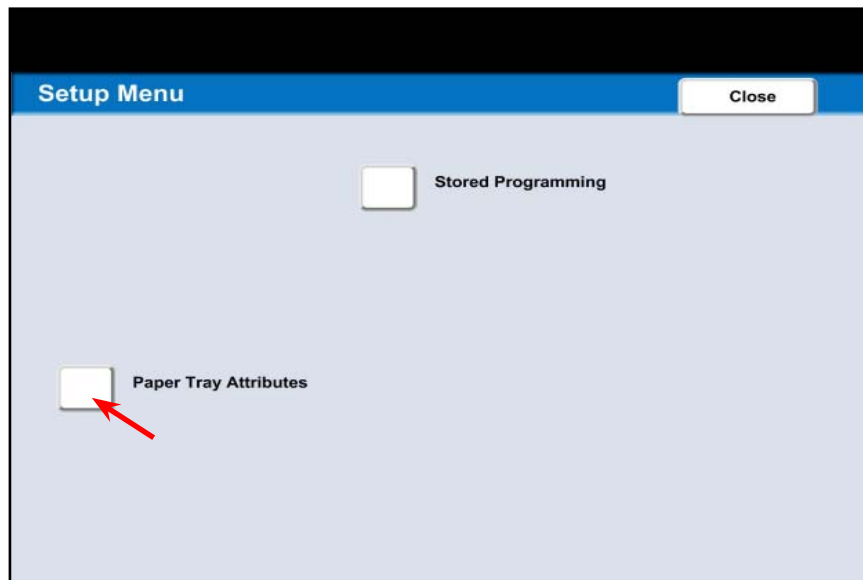


Fig. 3  
Press **Paper Tray Attributes**.

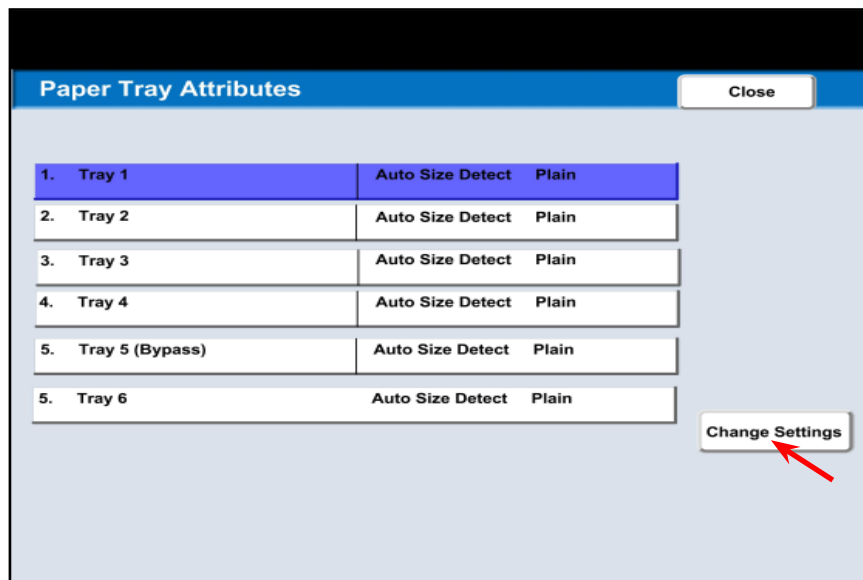


Fig. 4  
Select **1. Tray 1**. Press **Change Settings**.

Changing Paper Tray Attributes



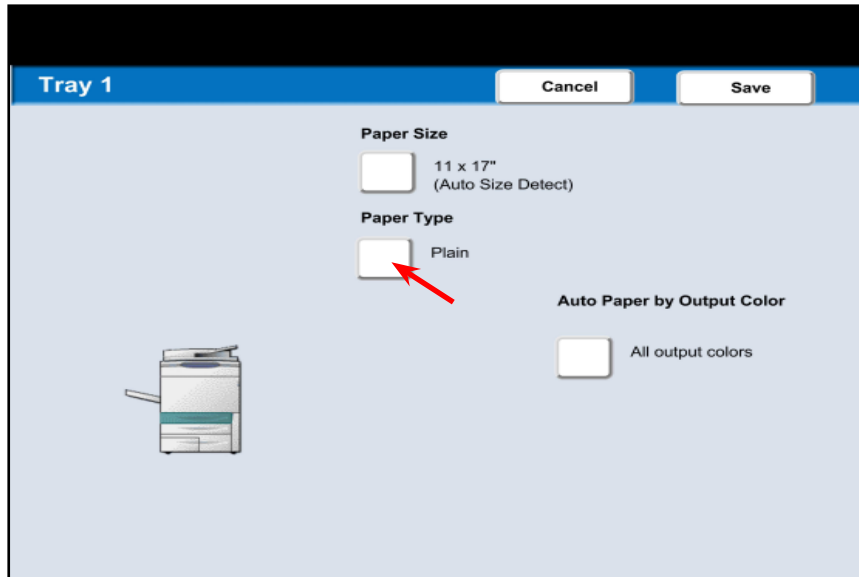


Fig. 5  
Press **Paper Type**.

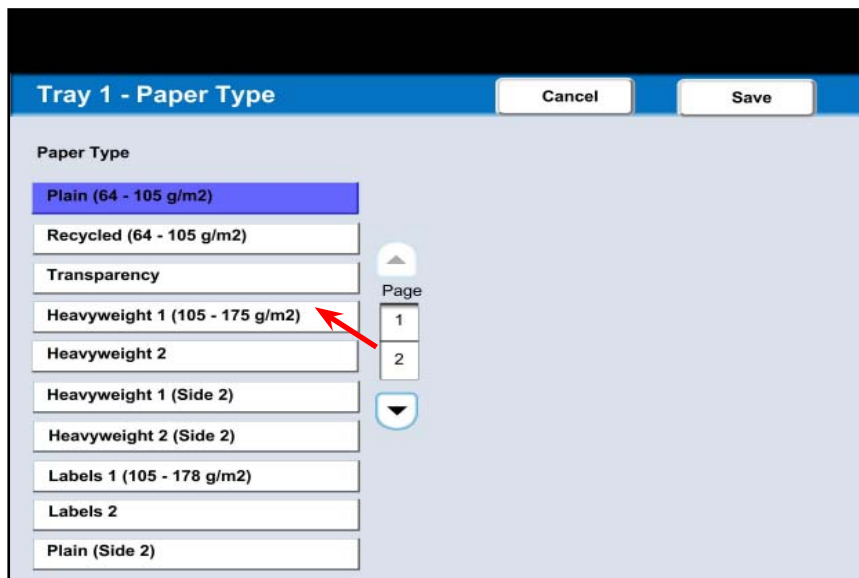


Fig. 6  
Select **Heavyweight 1**.

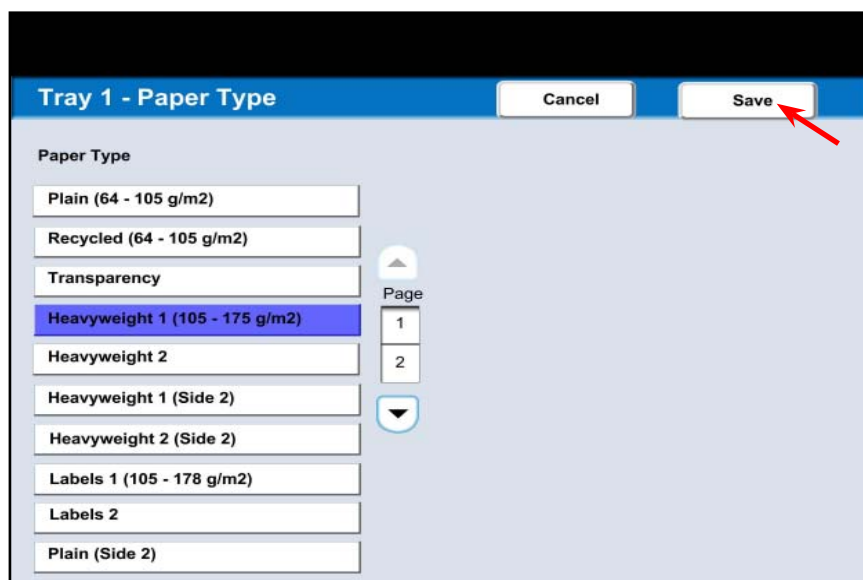


Fig. 7  
Press **Save**.

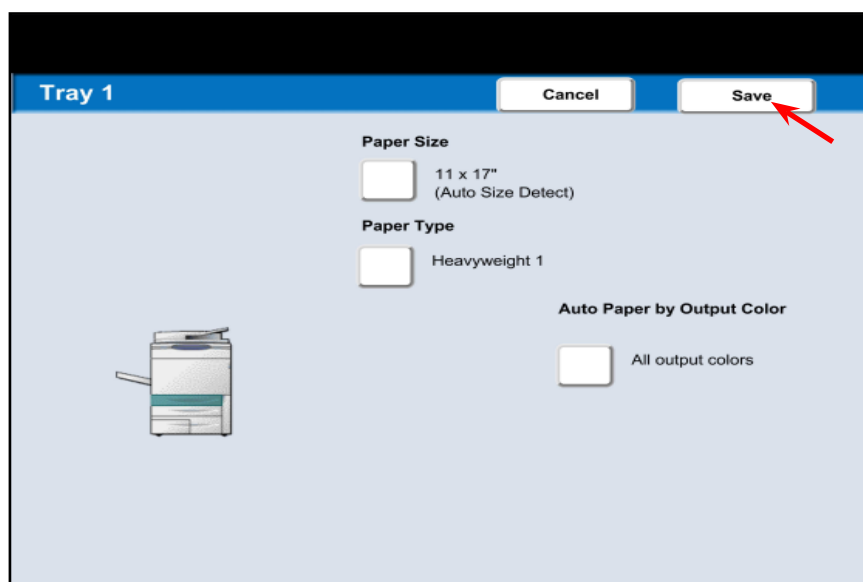


Fig. 8  
Press **Save**.



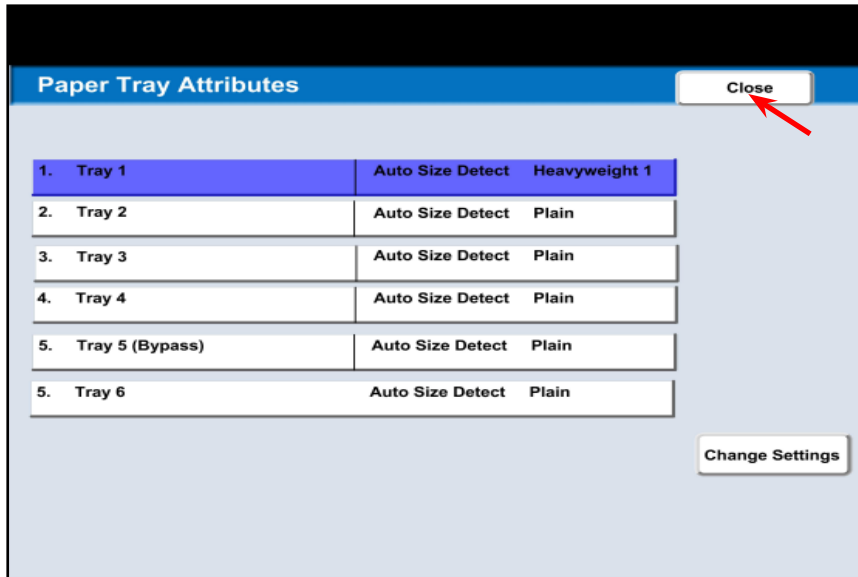


Fig. 9  
Press **Close**.

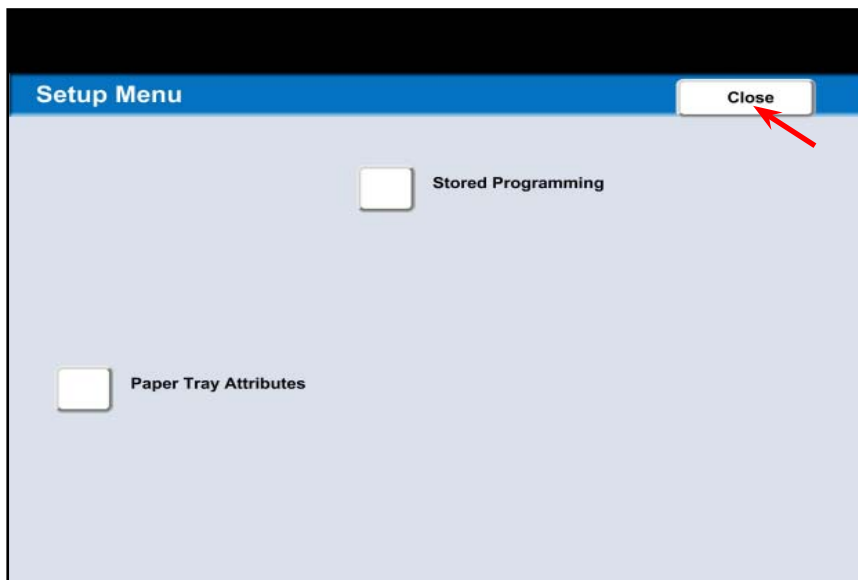


Fig. 10  
Press **Close**.



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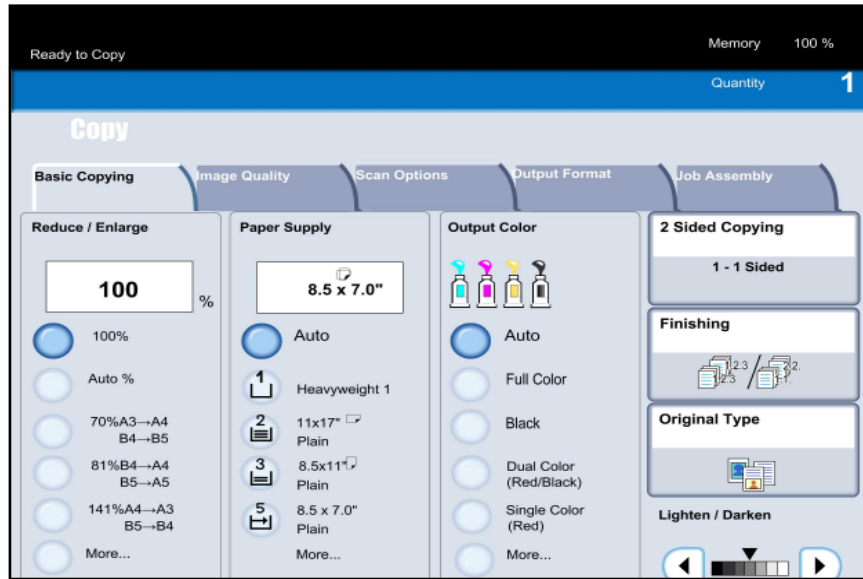


Fig. 11  
The selected changes have been made.

Changing Paper Tray Attributes



Fig. 1  
Place documents on the Automatic Document Feeder.

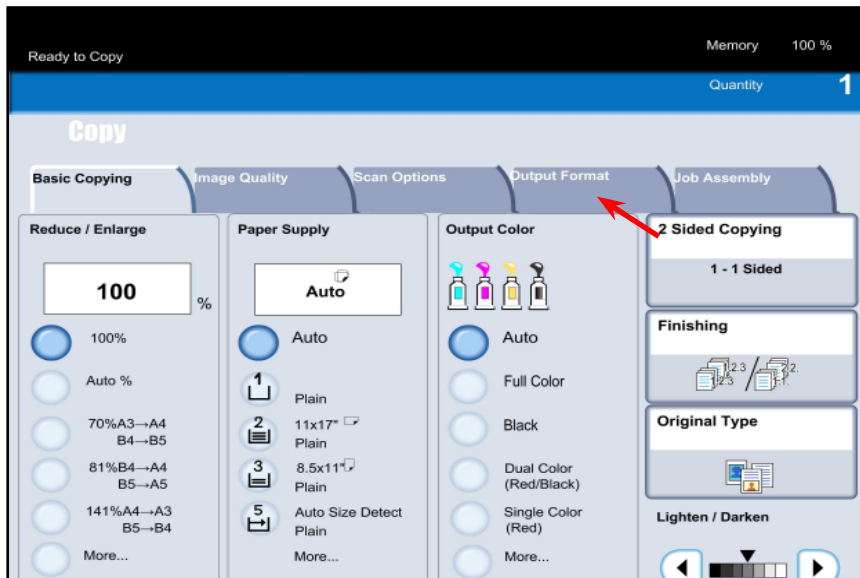


Fig. 2  
Press **Output Format**.



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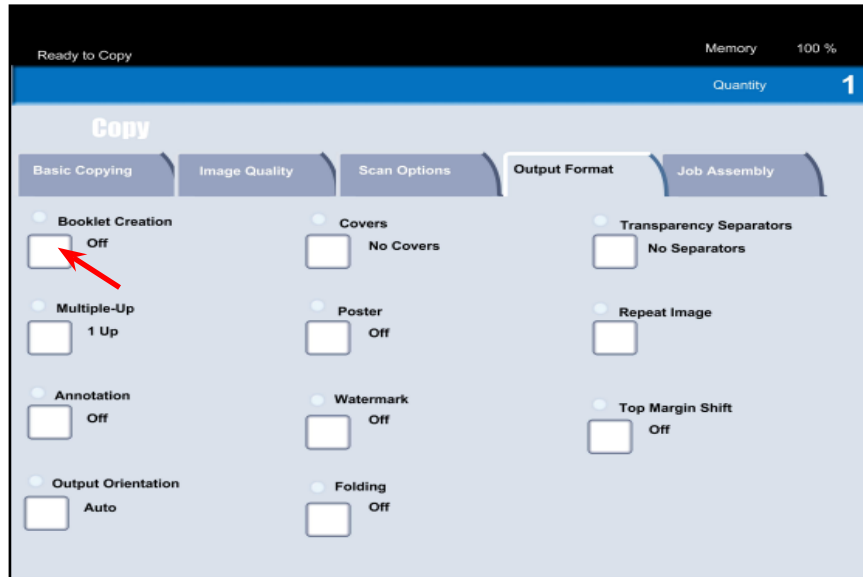


Fig. 3  
Select **Booklet Creation**.

Booklet Creation for Copy

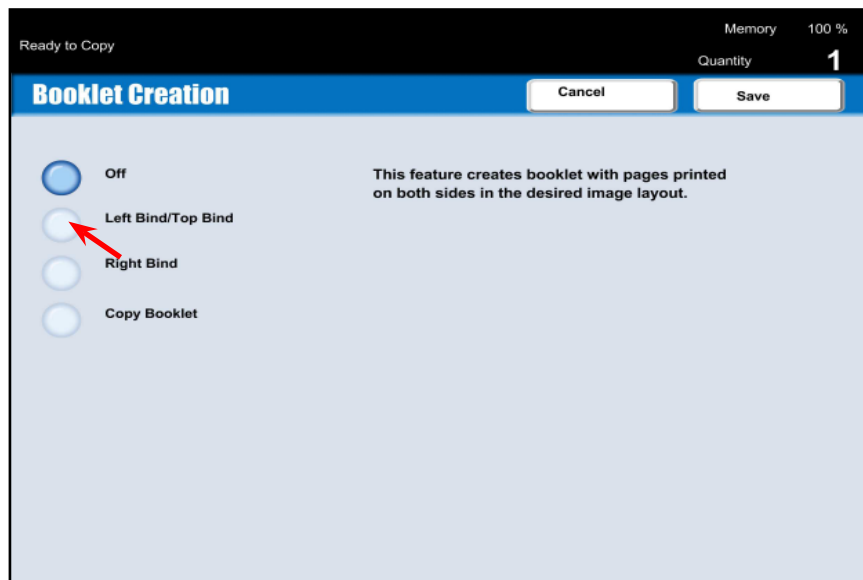


Fig. 4  
Select **Left Bind/Top Bind**.



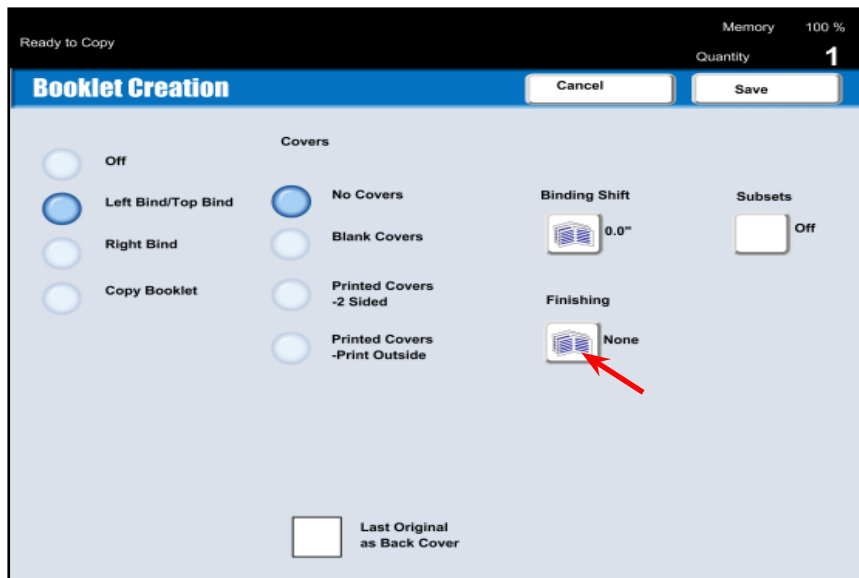


Fig. 5  
Select **Finishing**.

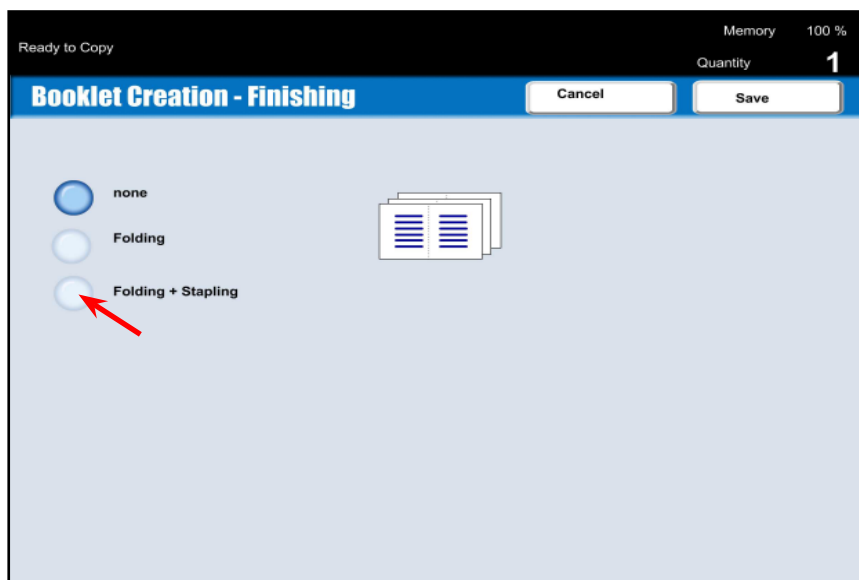


Fig. 6  
Select **Folding + Stapling**.

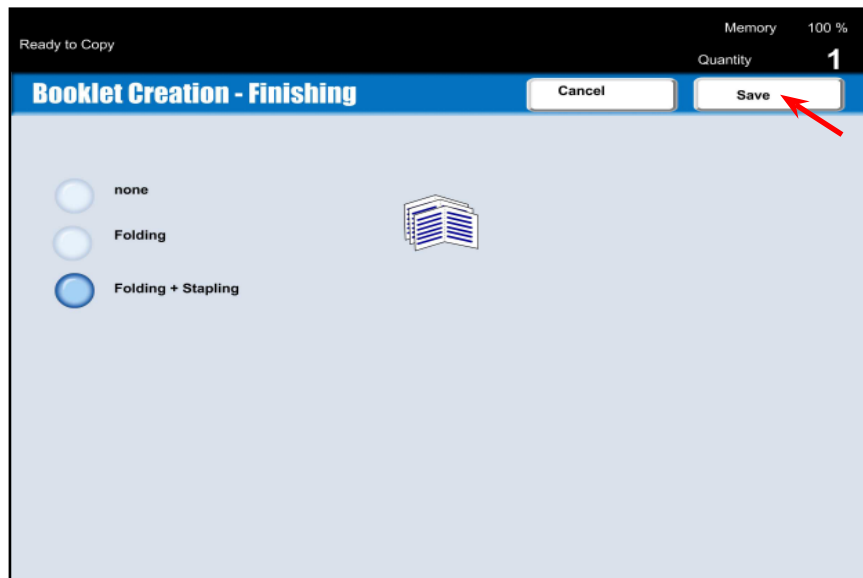


Fig. 7  
Press **Save**.



Fig. 8  
Press **Save**.



Fig. 9  
Press **Start**.



Fig. 10  
Output will be printed.



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Fig. 11  
Sample of finished booklet.

Booklet Creation for Copy





Fig. 1  
Place paper in the bypass tray.

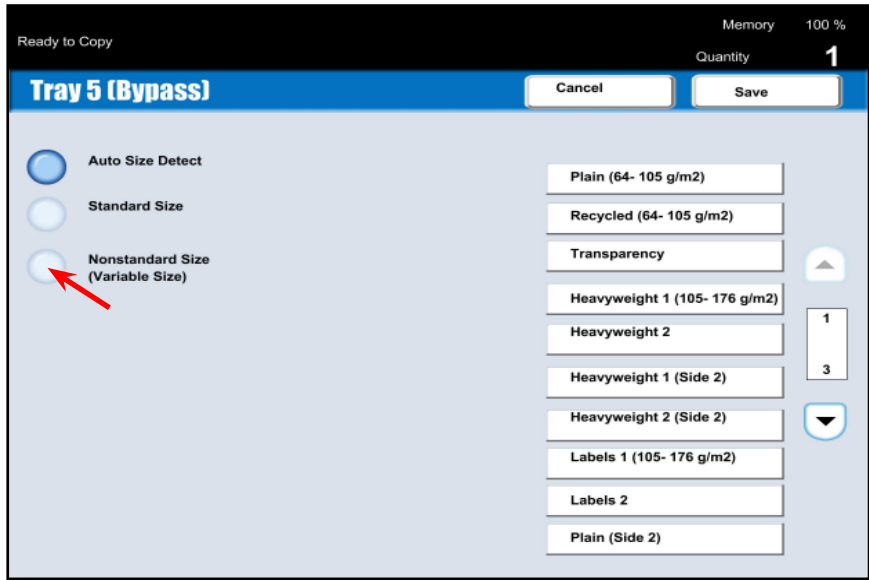


Fig. 2  
Press **Nonstandard Size**.

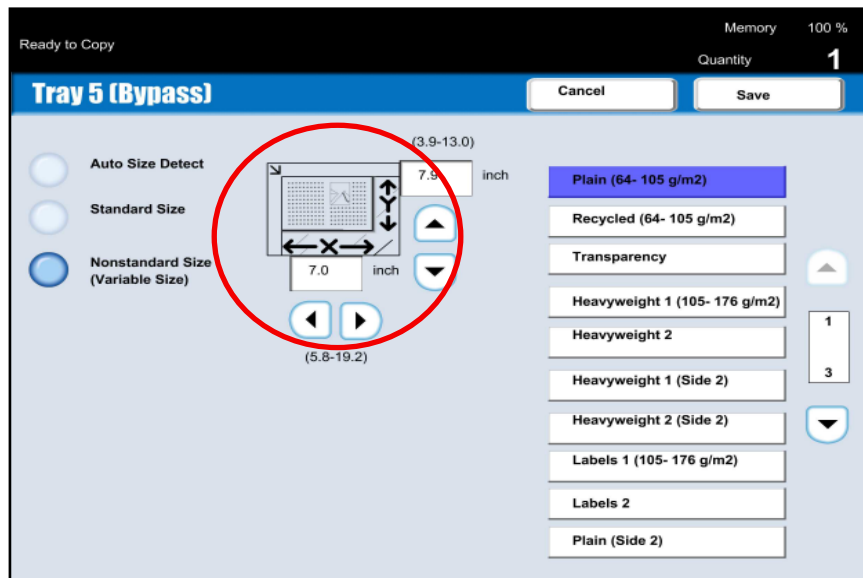


Fig. 3  
Enter nonstandard size.

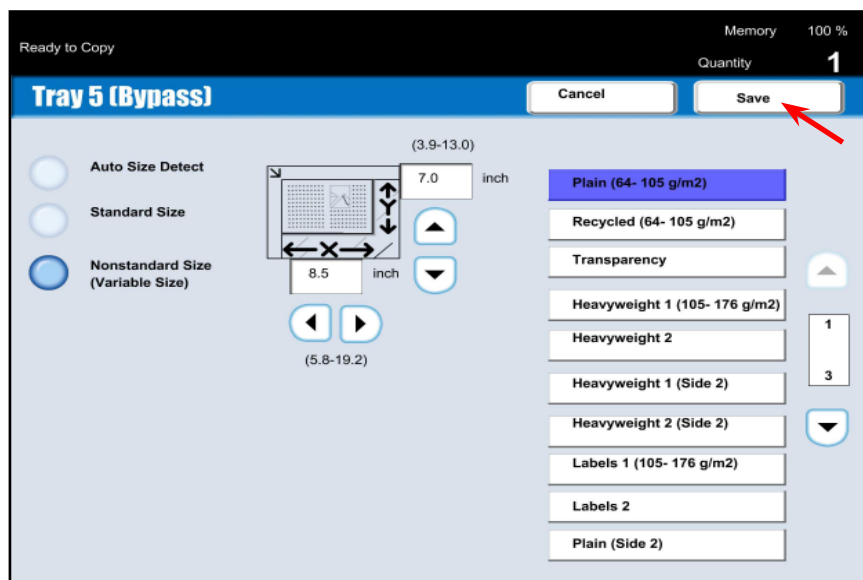


Fig. 4  
Press **Save**.

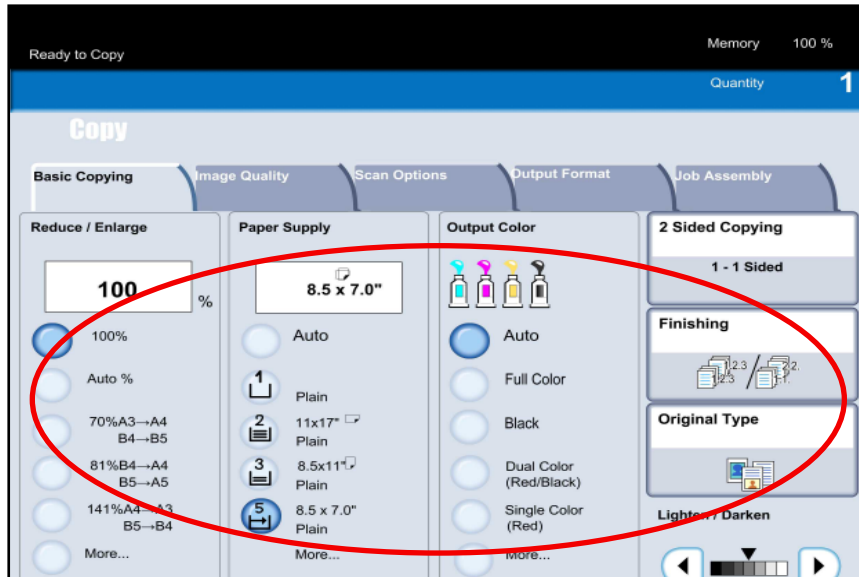


Fig. 5  
Make other required selections for this job.



Fig. 6  
Place document(s) on the Document Feeder or Document Glass.



Fig. 7  
Press **Start**.



Fig. 1  
Using both hands gently open the front cover.

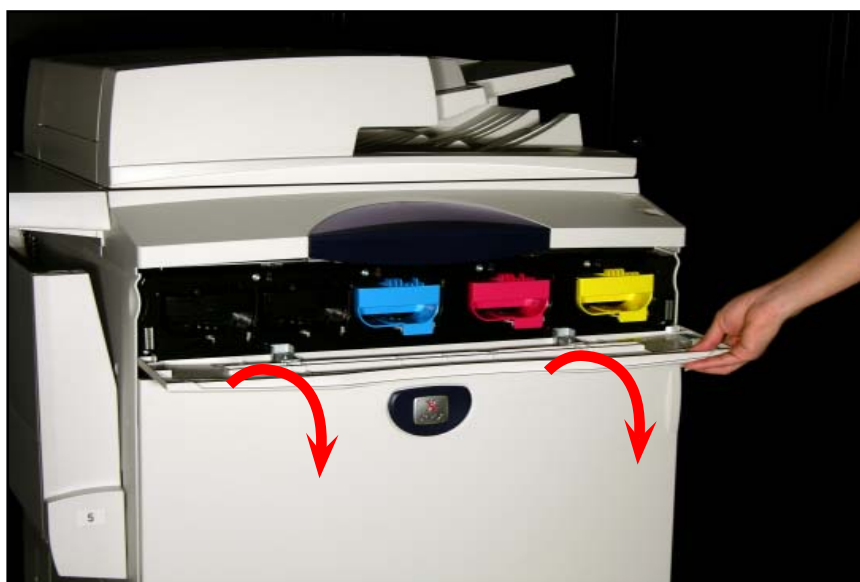


Fig. 2  
Select the toner cartridge that needs to be replaced.

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Replacing Toner Cartridge



2 of 4



Fig. 3  
Pull the toner cartridge indicated in the message on the display out.

Note: “Y” stands for Yellow, “M” for Magenta, “C” for Cyan, and “K” for Black.



Fig. 4  
Lightly shake the “new” toner cartridge three or four times up and down and to the left and right.

Replacing Toner Cartridge



Fig. 5  
Insert the toner cartridge as far as possible.



Fig. 6  
Be sure the toner cartridge is seated properly.

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Replacing Toner Cartridge





4 of 4



Fig. 7  
Close the front cover.

Type of Consumable/Periodical Replacement Part	Part Number
Black Toner [K] (Western Hemisphere)	006R01219
Yellow Toner [Y] (Western Hemisphere)	006R01220
Magenta Toner [M] (Western Hemisphere)	006R01221
Cyan Toner [C] (Western Hemisphere)	006R01222
Black Toner [K] (Eastern Hemisphere)	006R01223
Yellow Toner [Y] (Eastern Hemisphere)	006R01224
Magenta Toner [M] (Eastern Hemisphere)	006R01225
Cyan Toner [C] (Eastern Hemisphere)	006R01226
Drum Cartridge (Black)	013R00602
Drum Cartridge (Color)	013R00603
Fuser 120V	008R12988
Fuser 220V	008R12989
Waste Toner Container	008R12990
Charge Corotron	013R00604
Staple Refills for Advanced Finisher	008R12941
Staple Cartridge for Advanced Finisher	008R12964
Staple Cartridge for Professional Finisher	008R12925

Replacing Toner Cartridge





Fig. 1  
Press **Log in/Out**.

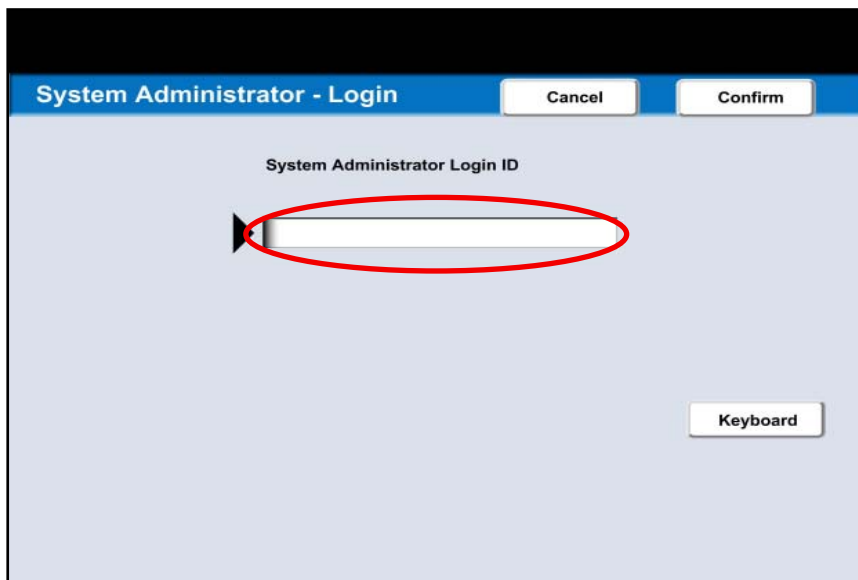


Fig. 2  
Enter Password.

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Auditron Setting for Copy

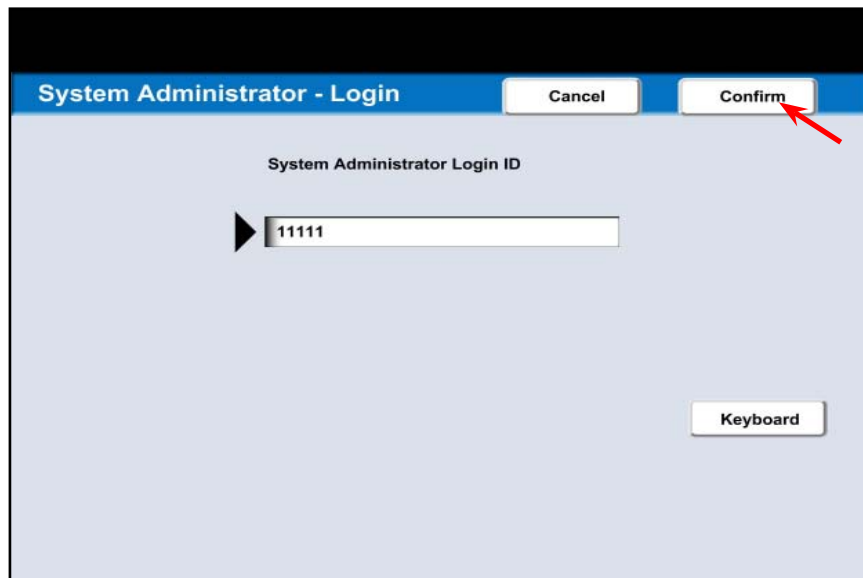


Fig. 3  
Press **Confirm**.

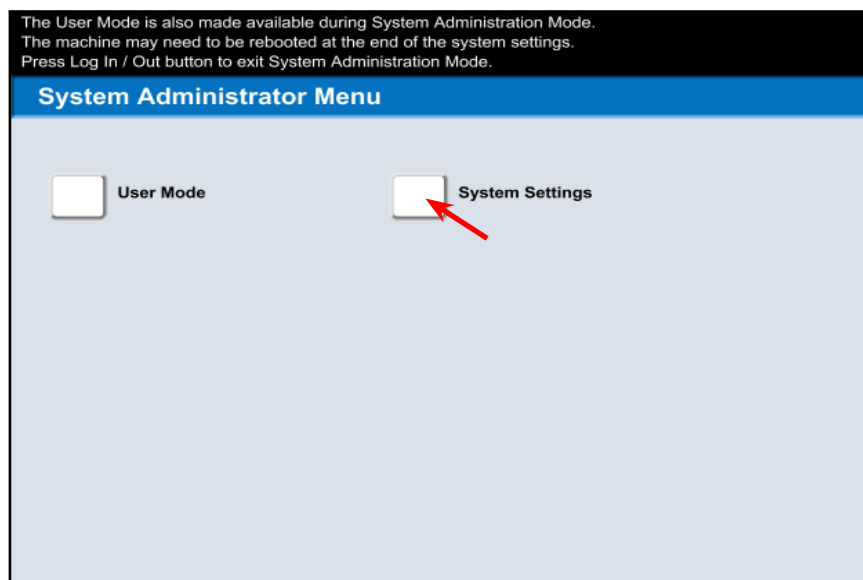


Fig. 4  
Press **System Settings**.

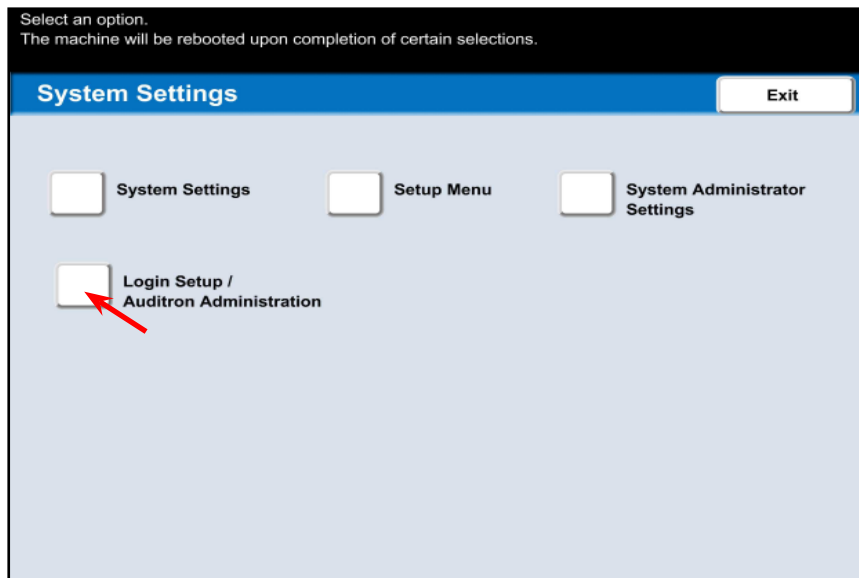


Fig. 5  
Press **Login Setup / Auditron Administration**.

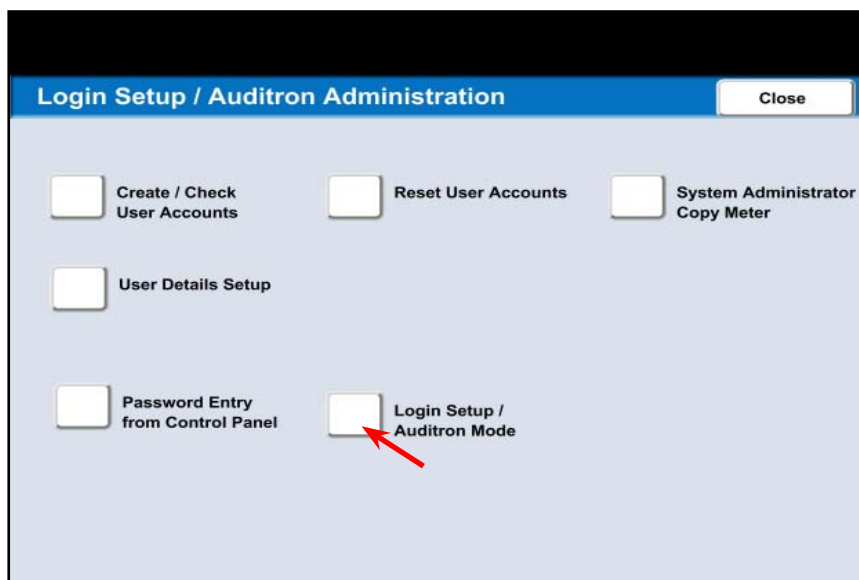


Fig. 6  
Press **Login Setup / Auditron Mode**.

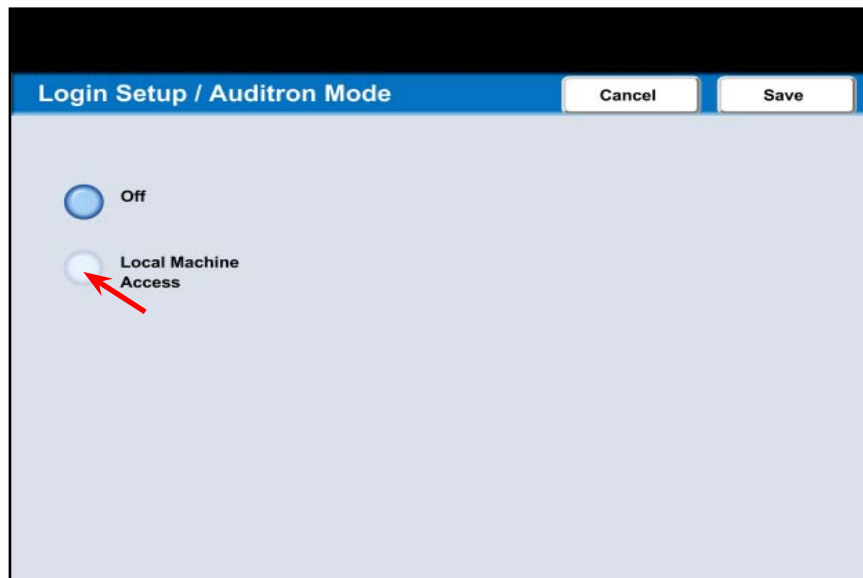


Fig. 7  
Press **Local Machine Access**.

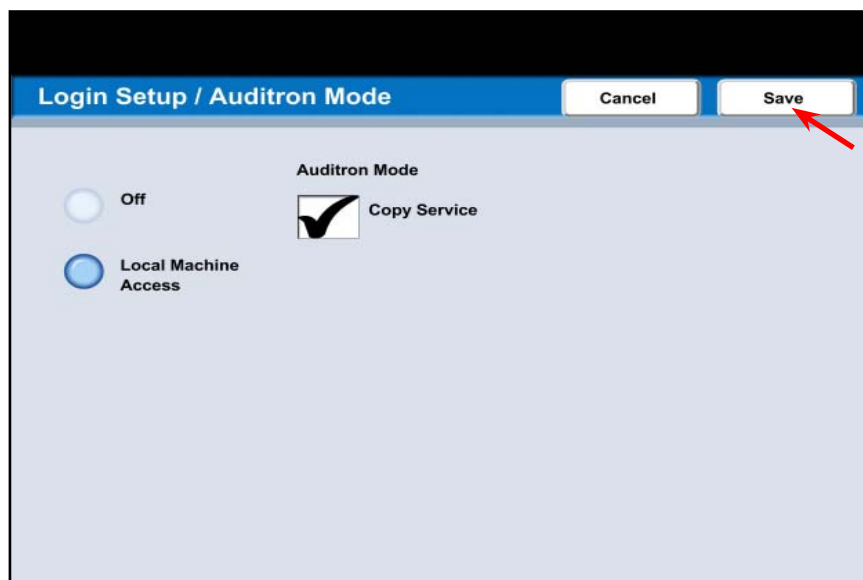


Fig. 8  
Press **Save**.

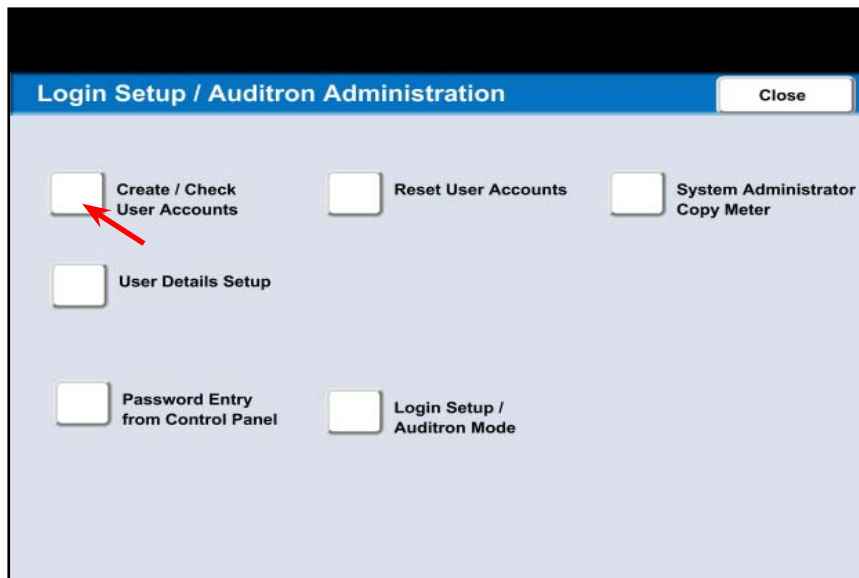


Fig. 9  
Press **Create / Check User Accounts**.

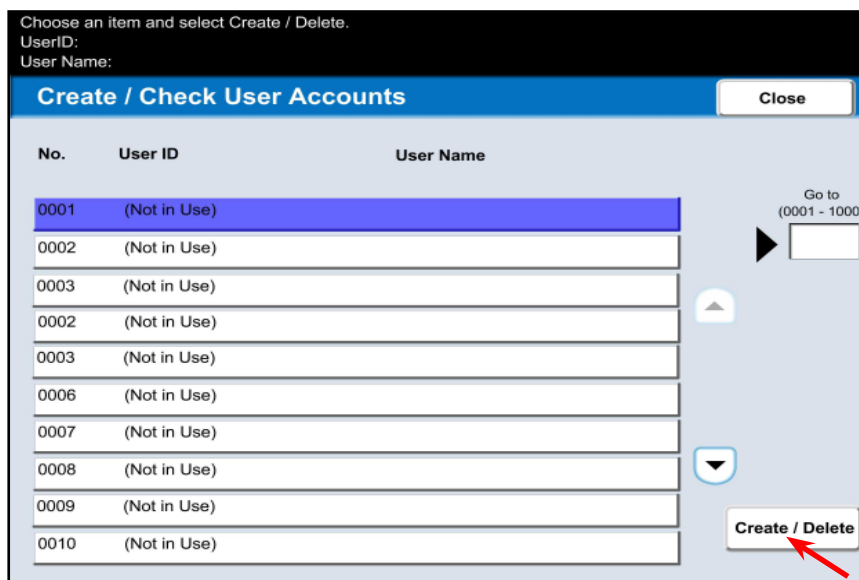


Fig. 10  
Select 0001 (Not in use). Press **Create / Delete**.

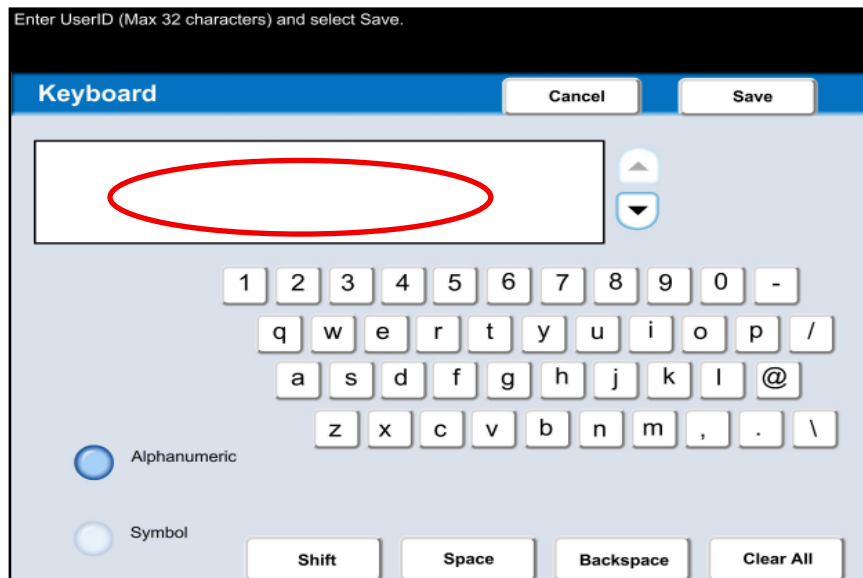


Fig. 11  
Enter UserID.

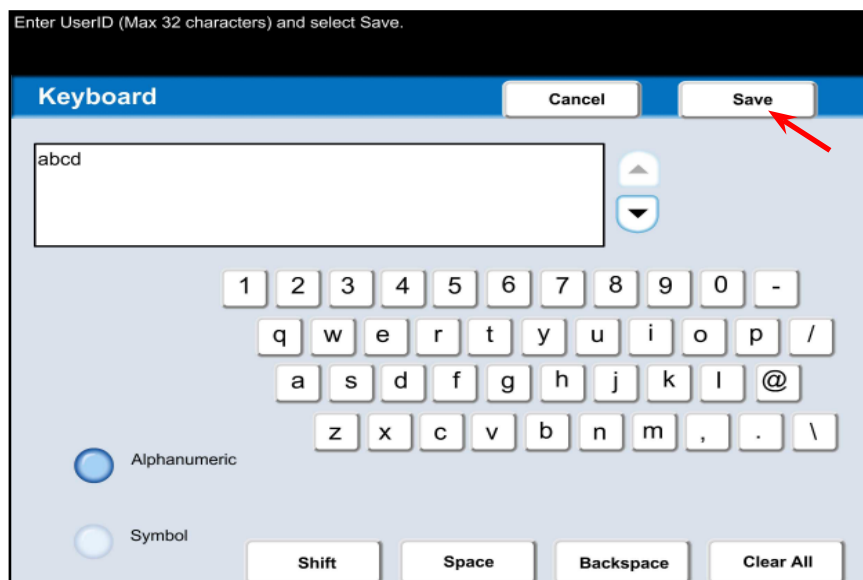


Fig. 12  
Press **Save**.

**Account No. 0001 - Create / Delete** Close

**UserID**

**User Name**

**Account Limits**

**Password**

Reset User Account

Reset Total Impressions

Fig. 13  
 Press **Password**.

Enter the password twice and select Save. Password must be between 4 - 12 characters.  
 Leave the fields blank and select Save if you do not want to assign a password.

**Account No. 0001 - Password** Cancel Save

**New Password**

**Re-enter Password**

Keyboard

Next

Fig. 14  
 Press **Keyboard**.

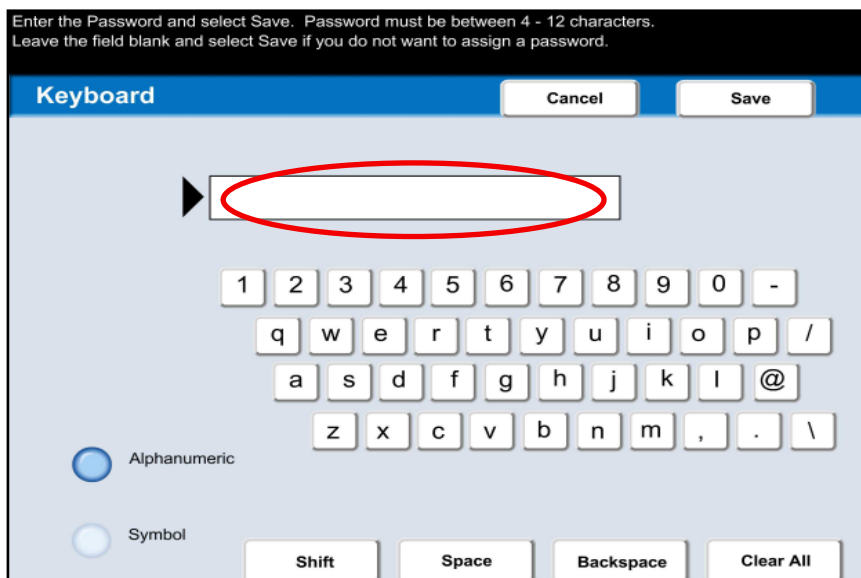


Fig. 15  
Enter Password.

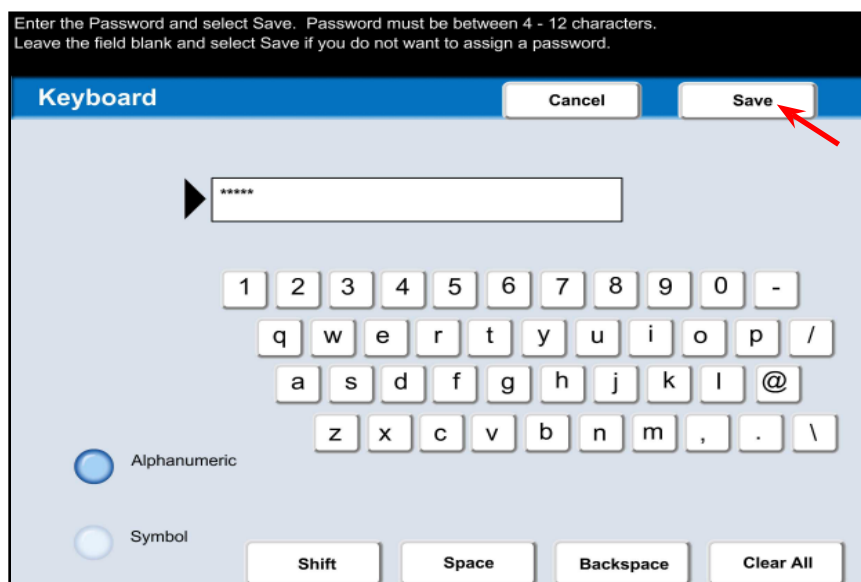


Fig. 16  
Press **Save**.



Enter the password twice and select Save. Password must be between 4 - 12 characters.  
Leave the fields blank and select Save if you do not want to assign a password.

**Account No. 0001 - Password** Cancel Save

**New Password**

\*\*\*\*\*

**Re-enter Password**

▶

Keyboard

Next

Fig. 17  
Press **Keyboard**.

Enter the Password and select Save. Password must be between 4 - 12 characters.  
Leave the field blank and select Save if you do not want to assign a password.

**Keyboard** Cancel Save

▶

1 2 3 4 5 6 7 8 9 0 -  
q w e r t y u i o p /  
a s d f g h j k l @  
z x c v b n m , . \

☒ Alphanumeric  
☐ Symbol

Shift Space Backspace Clear All

Fig. 18  
Re-enter Password.

Enter the Password and select Save. Password must be between 4 - 12 characters.  
Leave the field blank and select Save if you do not want to assign a password.

**Keyboard** Cancel Save

\*\*\*\*\*

1 2 3 4 5 6 7 8 9 0 -  
q w e r t y u i o p /  
a s d f g h j k l @  
z x c v b n m , . \

☒ Alphanumeric  
☐ Symbol

Shift Space Backspace Clear All

Fig. 19  
Press **Save**.

Enter the password twice and select Save. Password must be between 4 - 12 characters.  
Leave the fields blank and select Save if you do not want to assign a password.

**Account No. 0001 - Password** Cancel Save

New Password  
\*\*\*\*\*

Re-enter Password  
\*\*\*\*\*

Keyboard

Next

Fig. 20  
Press **Save**.

**Account No. 0001 - Create / Delete** Close

**UserID**  
 abcd

**User Name**  
 (No Name)

**Password**  
 \*\*\*\*\*

**Account Limits**  
☒ 1. 0/9999999  
☐ 2. 0/9999999

Reset User Account

Reset Total Impressions

Fig. 21  
 Press **Account Limits**.

**Account No. 0001 - Account Limit** Close

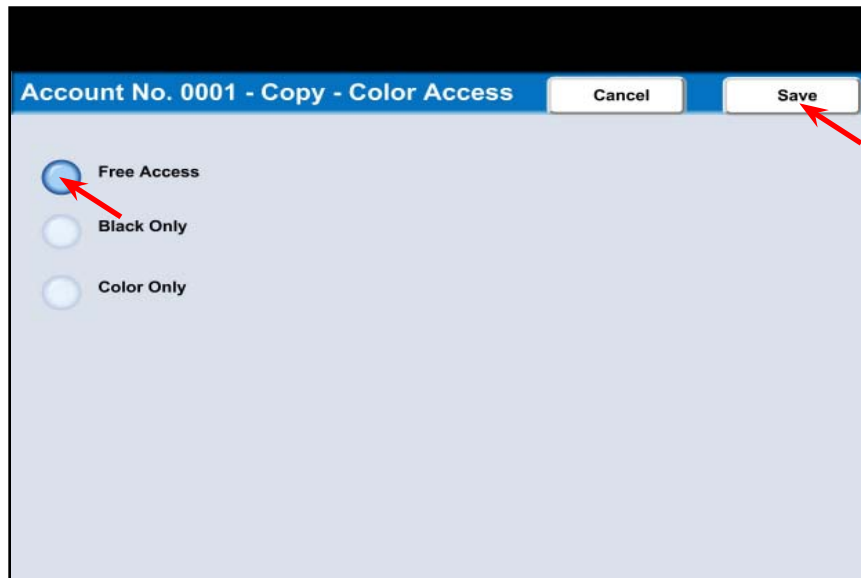
☒ **Copy Service**

	1 Color	2 Black
Total Impressions	<input type="text"/> 0	<input type="text"/> 0
Account Limit	<input type="text"/> 9999999	<input type="text"/> 9999999

**Color Access**  
☒ Free Access

Change Account Limit

Fig. 22  
 Select **Color Access**.



Account No. 0001 - Copy - Color Access

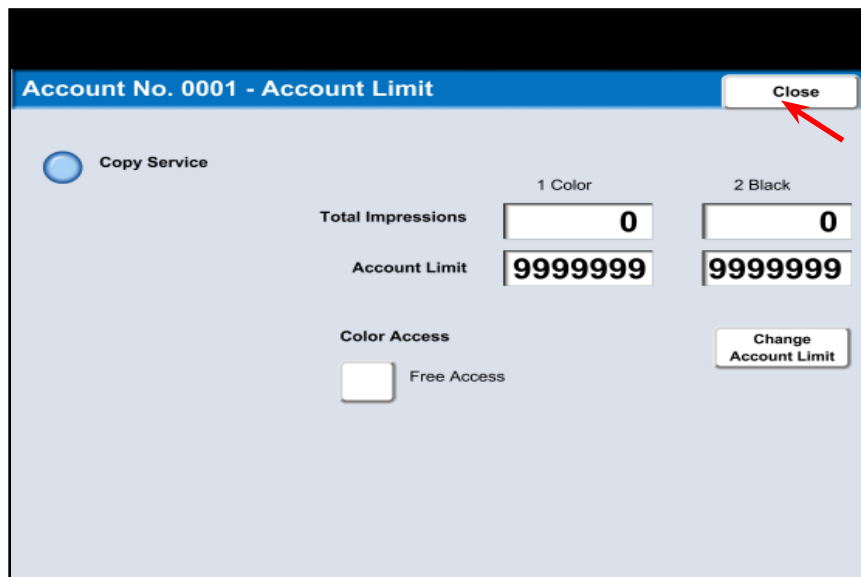
Cancel Save

☒ Free Access

☐ Black Only

☐ Color Only

Fig. 23  
Select **Free Access**. Press **Save**.



Account No. 0001 - Account Limit

Close

☒ Copy Service

	1 Color	2 Black
Total Impressions	0	0
Account Limit	9999999	9999999

Color Access

☐ Free Access

Change Account Limit

Fig. 24  
Press **Close**.

**Account No. 0001 - Create / Delete** Close

**UserID**

**User Name**

**Account Limits**

**Password**

Reset User Account

Reset Total Impressions

Fig. 25  
Press **Close**.

Choose an item and select Create / Delete.  
 UserID:  
 User Name:

**Create / Check User Accounts** Close

No.	User ID	User Name
0001	abcd	(No Name)
0002	(Not in Use)	
0003	(Not in Use)	
0002	(Not in Use)	
0003	(Not in Use)	
0006	(Not in Use)	
0007	(Not in Use)	
0008	(Not in Use)	
0009	(Not in Use)	
0010	(Not in Use)	

Go to (0001 - 1000)

Create / Delete

Fig. 26  
Press **Close**.

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Auditron Setting for Copy

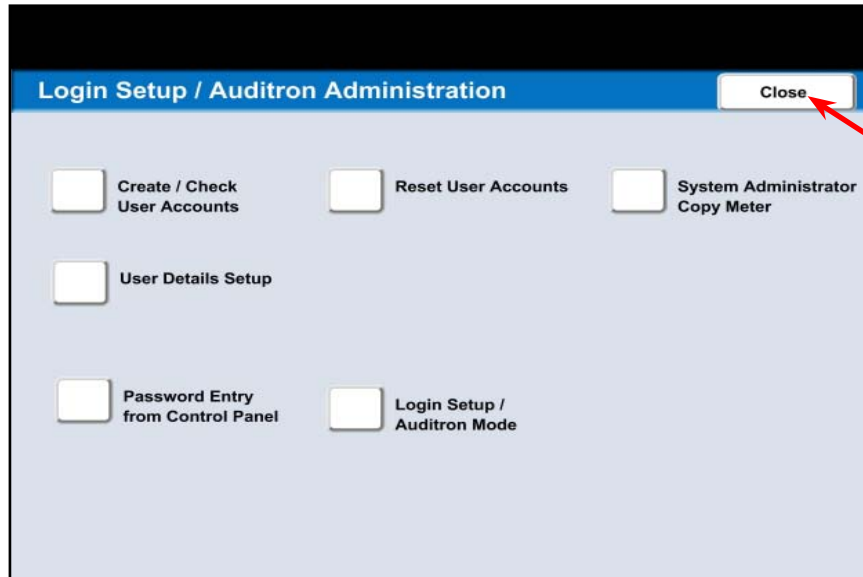


Fig. 27  
Press **Close**.

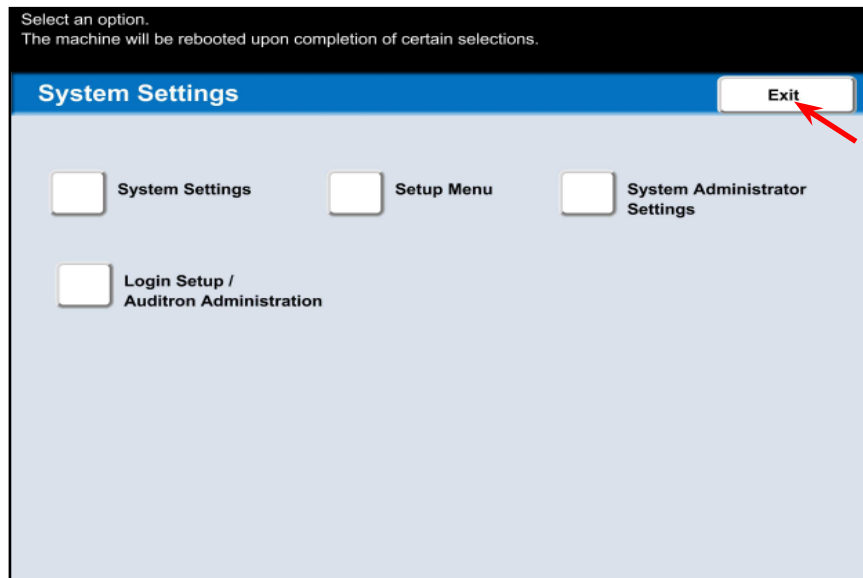


Fig. 28  
Press **Exit**.

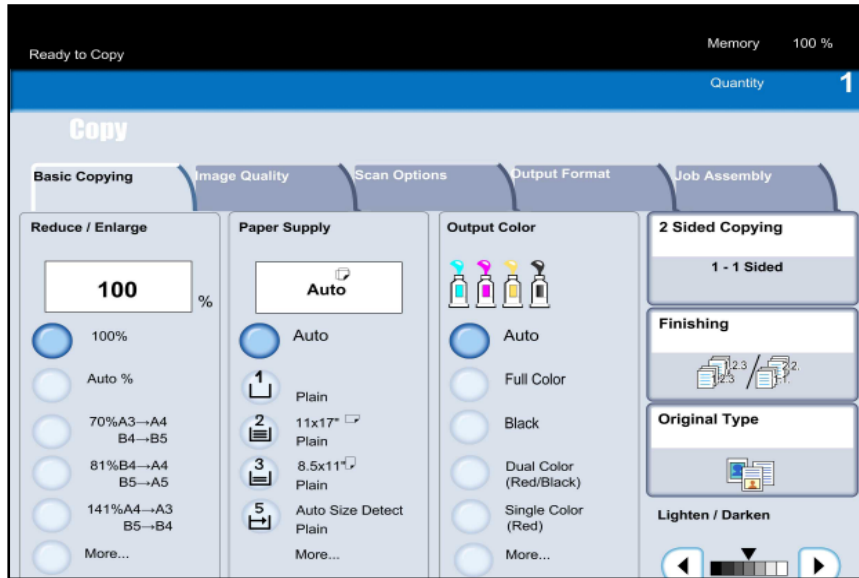


Fig. 29  
Machine reboots after changes are made.



Fig. 1  
Press **Machine Status**.

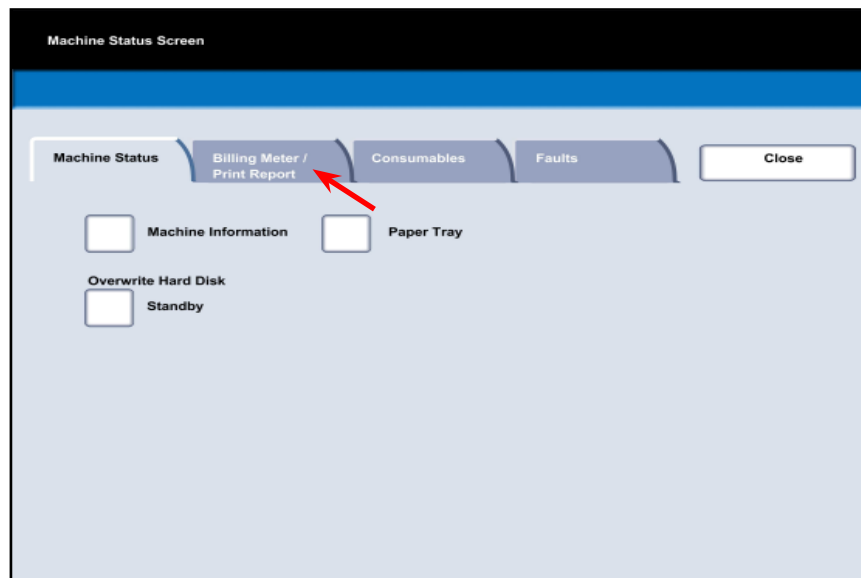


Fig. 2  
Press **Billing Meter/Print Report**.



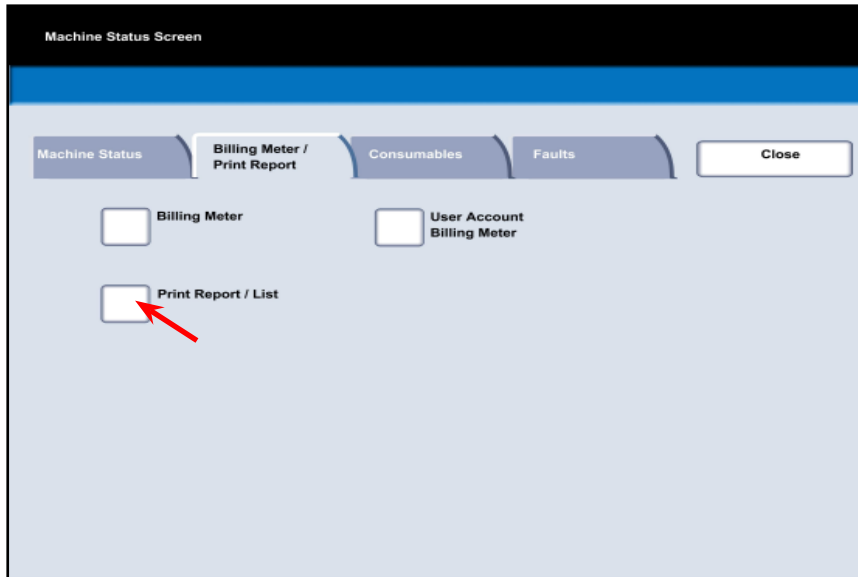


Fig. 3  
Press **Print Report/List**.

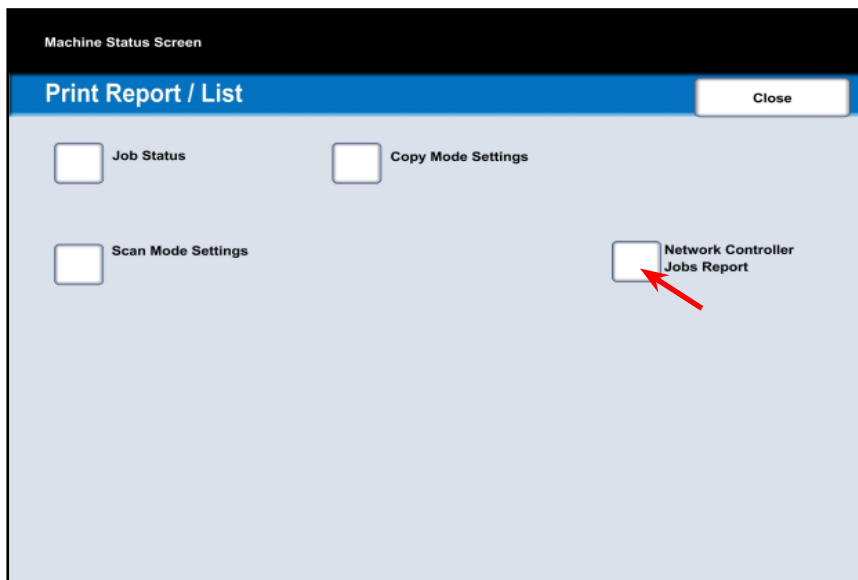


Fig. 4  
Press **Network Controller Jobs Report**.



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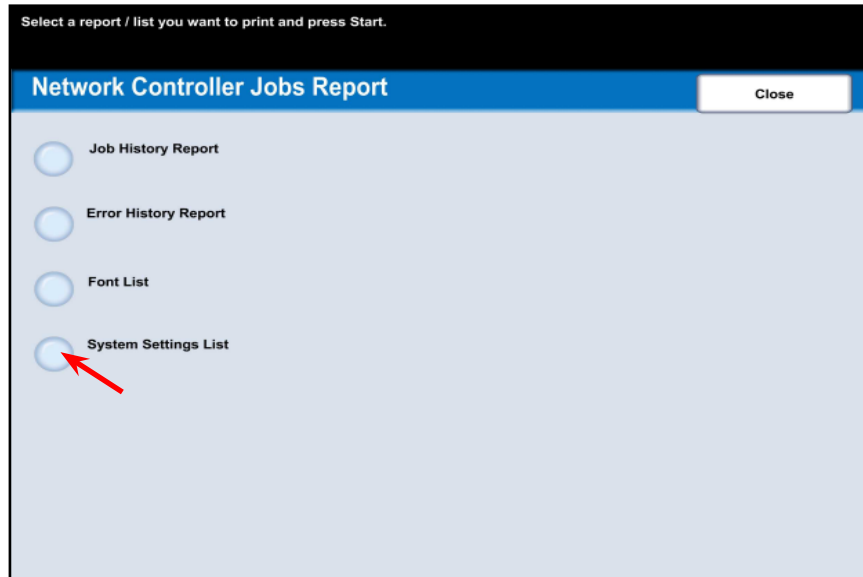


Fig. 5  
Press **System Settings List**.

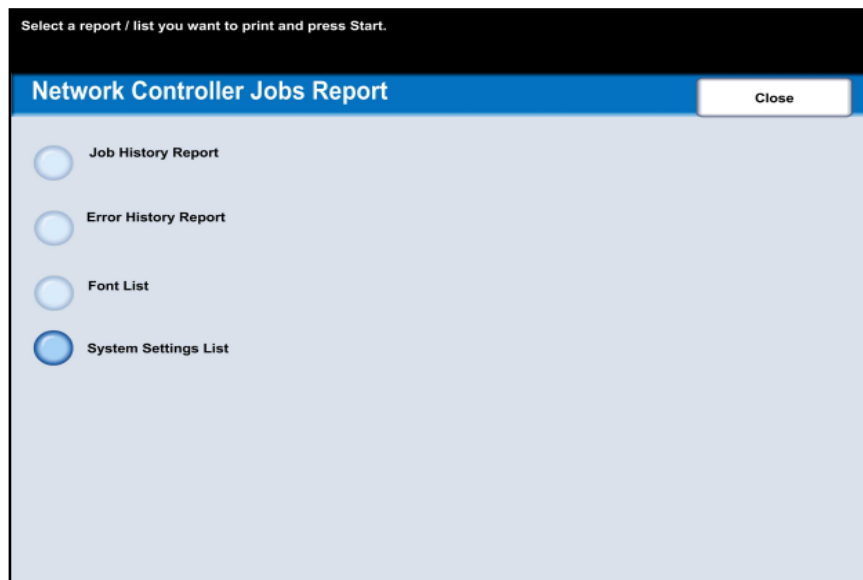


Fig. 6  
System Settings List is now selected for printing.

System Settings List





Fig. 7  
Press **Start**.

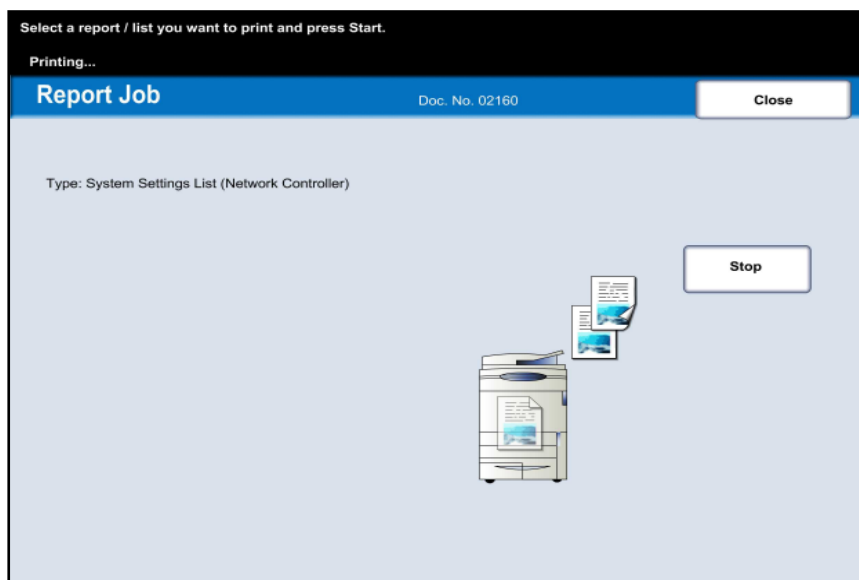


Fig. 8  
The System Settings List report is printing.

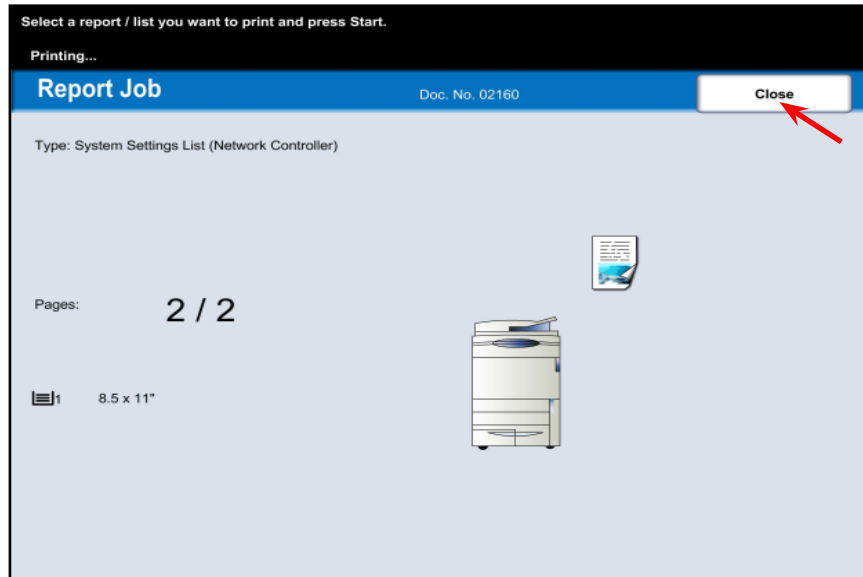


Fig. 9  
Press **Close** several times or the screen will timeout to the main screen automatically.



Fig. 10  
Pick up the System Settings List report.



Configuration	
Server: DC_250	Generated: 04/05/05 23:25:47
<b>Server Info</b>	
Password Enabled: Yes	
Memory (MB): 256	
Software: EFI Fiery System 6e	
Version: eOz5.051a	
Disk Size (MB): 33276	
Free Disk Space (MB): 32856	
System ID: FFC68DDFDA66EFB3	
<b>Server Setup</b>	
Server Name: DC_250	
Print Start Page: No	
Use Character Set: Windows	
Enable Printing Groups: Yes	
Enable Printed Queue: Yes	
Jobs Saved in Printed Queue: 10	
Clear Each Scan Job: Manually	
Enable mailbox passwords: Yes	
Preview While Processing: No	
Enable SNMP: No	
Time Zone: UTC	
<b>Network Setup</b>	
Port Setup	
Ethernet Setup	
Enable Ethernet: Yes	
Ethernet Address: 00-E0-81-56-18-A3	
Ethernet Speed: Auto Detect	
Protocol Setup	
Enable AppleTalk: Yes	
AppleTalk Zone: *	
Enable TCP/IP: Yes (Ethernet)	
Ethernet Setup	
Enable Auto IP Configuration: Yes	
Select Protocol: DHCP	
IP Address: 192.168.2.7	
(DHCP/192.168.2.1)	
Subnet Mask: 255.255.255.0	
(DHCP/192.168.2.1)	
Get Gateway Address Automatically: Yes	
Use Gateway on: Ethernet	
Gateway Address: 192.168.2.1	
(DHCP/192.168.2.1)	
DNS Setup	
Enable DNS: No	
Enable IPX/SPX: No	
<b>Service Setup</b>	
Enable LPD: Yes	
Enable PS Server: No	
Enable Windows Printing: Yes	
Server Name: DC_250_561A86	
Server Comments:	
Workgroup or Domain: WORKGROUP	
Use Automatic Configuration: Yes	
Node type: Failed	
WINS IP Address: Failed	
Point and Print Drivers: PS	
Enable Web Services: Yes	
Enable IPP: Yes	
Enable Port 9100: No	
Enable E-mail Services: No	
Enable Scan to FTP: No	
Enable Proxy Setup: No	
Enable FTP Printing: Yes	
Require Password for Printing: No	
Timeout (sec): 30	
Enable SNMP: Yes	
Enable LDAP: No	
Enable SNTp: No	
<b>Printer Setup</b>	
<b>DC250 Setup</b>	
Publish Direct Connection: Yes	
Publish Print Queue: Yes	
Publish Hold Queue: Yes	
Personality: Auto	
<b>PS Setup</b>	
Convert Paper Sizes: No	
Cover Page: Off	
Print to PS Error: No	
Allow Courier Substitution: Yes	
Color Mode: CMYK	
Offset Mode: Off	
Offset Position: Current	
Print Master: Yes	
Text/Graphics Enhancement: Off	
Image quality: Off	
Text/Graphics Quality: Normal	
<b>PCL Setup</b>	
Paper Size: Letter	
Default Orientation: Portrait	
Form Length (lines): 60	
Font Size (pt): 12.00	
Font Pitch (char/in): 10.00	
Symbol set: PC_8	
Font Source: INTERNAL	
Font Number: 0	
Append CR to LF: Yes	
Paper Size for System Pages: US	
<b>Color Setup</b>	
RGB Source Profile: EFI RGB	
Rendering Style: Presentation	
CMYK Simulation Profile: SWOP-Coated (EFI)	
CMYK Simulation Method: Full (Output GCR)	
RGB Separation: Output	
Use Media Defined Profile: Off	
Output Profile: ICCLOD00	
Pure Black Text/Graphics: On	
Black Overprint: Text/Graphics	
Spot Color Matching: On	
<b>Job Log Setup</b>	
Auto Print Job Log Every 55 Jobs: No	
Auto Clear Job Log Every 55 Jobs: No	

**Note:**  
Please have a copy of your Settings List available when contacting Customer Support. This may speed up the support process.

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System Settings List



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<b>Configuration</b>	
Server: DC_250	Generated: 04/05/05 22:58:55
Job Log Page Size: Letter/A4 Enable Mixed Media Reporting in Job Log: Yes	
<b>Options</b>	
System ID: FFCDBDDFDA66EFB3 EFI Data Center :: E581B17709FBB4E8 : Disabled EFI Secure Erase :: 5C9CEE17CBEB727 : Disabled	
<b>BIOS Setup</b>	
BIOS Version: 1.70 11/19/04 DIABLO Version base: 3_1-RO-07_FEB_2005 diablo: 2.4.26-04_OCT_2004 fdisk: EXT2-RO-IDE-04_OCT_2004 kemet: 2.6.4-04_FEB_2005 platform: X6-CONSOLE-02_03_2005 system: SYSMEM-106M-04_JAN_2005	
Installed Options: EFI Spot On EFI Auto Trapping	
<b>Printer Info</b>	
Firmware Version: 0.219.0/5.23.0/0.0.0/0.0/2.1.0 Serial Number: VGW535529	
<b>Installed Options</b>	

Sample of System Settings List.

System Settings List





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